

# Town of Secaucus

## Job Description

JOB TITLE: **HUMAN RESOURCE OFFICER**

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<b>EXEMPT (Y/N):</b>	N	<b>SALARY LEVEL:</b>	\$65,000 to \$85,000
<b>SHIFT:</b>	9:00 AM – 4:00 PM	<b>DIVISION:</b>	Administration
<b>LOCATION:</b>	Town Hall	<b>DEPARTMENT:</b>	Administration
<b>UNION AFFIL:</b>	NA	<b>SUPERVISOR:</b>	Town Administrator

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**SUMMARY:** The purpose of this position is to work closely with the Mayor, Town Council, and Town Administrator to provide efficient support and administration of all human resources functions following, Federal, State, and local laws and regulations.

**ESSENTIAL JOB FUNCTIONS:** including, but not limited to, the following:

Human Resources is responsible for several components related to phases of personnel activities which include recruitment, training and development, performance evaluation, employee counseling and pension processing.

- Work closely with Town Administrator and Town Attorney on day-to-day operations of the Town.
- Provide technical advice and assistance to department heads and staff as needed.
- Responsible for the interpretation and administration of municipal policies of the Town, rules, and regulations.
- Responsible for confidential and time sensitive material related to Town Administration manners.
- Establish and maintain a system for employee performance evaluation that is utilized throughout the Town.
- Organize various training sessions online and in-person for employees related to workplace policies, prevention of harassment, discrimination, etc. in the workplace.
- Prepare resolutions for approval to hire full and part-time positions, salary adjustments, transfer, promotions, demotions, leave of absences, etc.
- Provide updated job description for postings.
- Prepare job postings, advertisements, and submission of postings on Town website, internal locations, newspaper and online platforms and various other sites.
- Recruit for regular full and part-time staffing needs.
- Coordinate, schedule, organize and participate in applicant interviews.
- Follow up to Inform unsuccessful applicants via email and/or phone.
- Prepare offers letter where applicable.
- Prepare and maintain updated new hire packets for full and part-time hires.
- Conduct background checks, coordinate schedule of physicals and drug testing for full and part-time hires.
- Conduct CAIR checks annually for DPW and other employees who drive town vehicles.
- Work closely with payroll to ensure new hires, terminations, transfers, demotions, salary adjustments and employee positions and status are accurately recorded.

- Provide advice and recommendation on disciplinary actions to department heads.
- Provide counseling to staff with performance related obstacles.
- Conduct confidential investigations of employee complaints and provide a write up with clear, sound, accurate and informative reports containing findings, conclusion, and recommendation. Communication with outside labor attorney regarding a determination, as needed.
- Provide Human Resources advice and support to other Town entities, such as the Library, Housing Authority and SMUA management regarding personnel matters on an as needed basis.
- Ensure all town buildings have adequate staff coverage.
- Ensure all new hire paperwork received are accurate and submit to payroll for processing.
- Direct payroll in preparing final paperwork for termination and retirements, including PTO balances.
- Conduct exit interviews, collect equipment, etc.
- Update and revise Employee Handbook and Policy and Procedure manual as is needed.
- Provide all updates on ADP homepage for various banners.
- Prepare salary ad hoc reports and organization charts as needed.
- Review and update Salary Range Ordinances and Job Titles, as needed.
- Prepare and submit EEO-4 report.
- Prepare new hire (full / part-time) ID photos and key fobs.
- Pension Certifying Officer responsible for preparing and submitting new hire enrollment application for full time employees in pension system including interfund transfer and, multiple enrollments.
- Direct and assist employees on completing online application for retirement, follow up and submit approval of Certification of Service and Final Salary for Retirement applications and prepare Employers Certification of Health Benefits and submit to pension.
- Direct and provide support to employees with Pension inquiries regarding purchase of service credits, DCRP, SACT programs and approve applications when submitted.
- Prepare and mail annual invoices to retired Police Officers (1.5%)
- Track and prepare invoices for VPOC and Vaccinator's payment
- Review and update online applications for various recreation, summer, spring, and winter programs.
- Work with recreation staff for hiring summer programs. Update manual, waivers, and conduct orientation. Prepare new hire and rehire packets to be distributed for part time hires. Notify individuals selected for hire and rehire for summer camp programs.
- Conduct background checks on summer staff hired over the age of 18.
- D.E.R. – Designated Employer Representative for Town DOT drug and alcohol issues of reasonable suspicion.
- Attend Caucus meetings to provide information, when necessary.
- Able to react to change productively and handle other essential tasks as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- High school diploma required, bachelor's degree.
- Knowledgeable in human resources management.
- Knowledgeable in performance review methods, best practices and techniques.

- Knowledgeable in NJ State Temporary Disability, FMLA, FLI processes.
- Prior experience and understanding of municipal government environment a plus.
- Must possess excellent verbal and listening skills.
- Effective written communication skills including the ability to prepare reports, proposals, policies, procedures, job descriptions and investigation reports.
- Possess excellent interpersonal and customer service skills in dealing courteously and tactfully with the public, and other personnel. Maintain confidentiality when dealing with the public sector.
- Ability to maintain effective working relationships with high-level officials, department heads, employees, and the public and handle public relations problems courteously and tactfully.
- Knowledge of local news and events.
- Must have internet research capability.
- Knowledgeable in Federal, State, and local laws related to human resource/employment practice matters.
- Strong organizational and planning skills, accuracy, and attention to details.
- Multi-tasking a must.
- Good time management and problem-solving skills.
- Must possess a valid New Jersey driver's license free from any convictions for the last three (3) years required.
- Experience in Microsoft Office applications including Word, Excel, Access, PowerPoint, etc.; knowledgeable in other database systems and different software tools.
- May be required to work outside normal hours as needed.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, walk, and climb stairs. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**NOTICE REQUIREMENT:** In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five (5) days prior to action by the Town of Secaucus to fill the vacancy. Applications/resumes should be filed with Human Resources Department at [slopez@secaucus.net](mailto:slopez@secaucus.net).

Reference code: **HUMAN RESOURCES**

**EOE/M/F/D/V**

Posting Expires: April 1<sup>st</sup>, 2022